Chapter 8 - Accounts Receivable Master Inquiry - ARM

Accounts Receivable Master Inquiry

The A/R master inquiry screen is used to inquire on accounts within a case. This screen holds all accounts receivable masters for all parties within a case.

this is also the screen you would use to print a single bill or single delinquent letter. This screen is ever changing. Every financial transaction that is performed will affect this screen.

Financial information can be accessed two different ways:

1.   The first, is if the user knows the case number of the account but not all the other information needed to find the case. The program will display all of the A/R masters within that case number. The system will load the first A/R master record that it finds (this is normally the juvenile if financial has been assigned to him/her because the juvenile's party number is "00". If the juvenile is not assigned any financial orders then it will display the first party of the case that financial exists on). At that point, the user can either press <Enter> if the information they are looking for was loaded automatically for them or they need to change the information on the Next Tran line for the party that they want to find detailed information on.

2.   The second is used when the user knows the required information (case, suffix, and party number) and it is entered on the Next Tran line. The system will bypass the initial screen and display the detail for the party that you requested.

Accessing the Initial A/R Master Screen:

This process will demonstrate option #1 above. From the transaction request screen, enter **ARM/CON** in the next tran line along with the case number that you want to inquire on and press <Enter>.

Probate Next Tran Line:

```
NXT TRAN   P ARM   TYPE ____    CASE NBR   _895019_  REC NBR ____
```
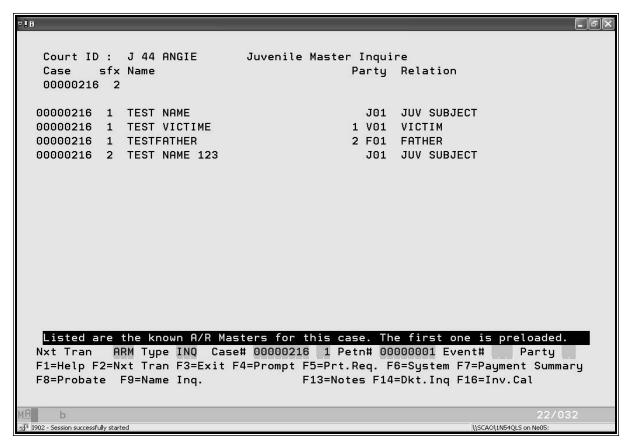
Juvenile Next Tran Line:

```
NXT TRAN     ARM   TYPE ____    CASE NBR   _895019_ ___  PET 8950191 EVT ____    PTY 01
```

The following screen will be displayed for you.

```
  ▫▪B                                                                  ▭ ▢ ☒

     Court ID :   J 44 ANGIE        Juvenile Master Inquire
     Case     sfx Name                             Party  Relation
     00000216  2

    00000216  1  TEST NAME                           J01  JUV SUBJECT
    00000216  1  TEST VICTIME                      1 V01  VICTIM
    00000216  1  TESTFATHER                        2 F01  FATHER
    00000216  2  TEST NAME 123                       J01  JUV SUBJECT










     Listed are the known A/R Masters for this case. The first one is preloaded.
    Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#    Party
    F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
    F8=Probate  F9=Name Inq.              F13=Notes F14=Dkt.Inq F16=Inv.Cal

  MA     b                                                              22/032
  ▫▫ I902 - Session successfully started                    \\SCAO\1N54QLS on Ne05:
```

As shown above, the system found three A/R master records for this case.

Following are the field descriptions for the A/R master inquiry screen.

~Case~
This is the case number that you are inquiring on.

~Suffix~
This is the suffix number of the case that this party was entered on.

~Name~
This is the name of the party that the A/R master inquiry is on.

~Party~
This is the party number that was assigned by the system and the type of party as entered by the data entry clerk for this party.

> NOTE: The party number that was assigned by the system is the number that all financial information for this party is attached to. You will need to enter this party number in the party field to inquire on the A/R master or to receipt any payments for this party.

~Relation~

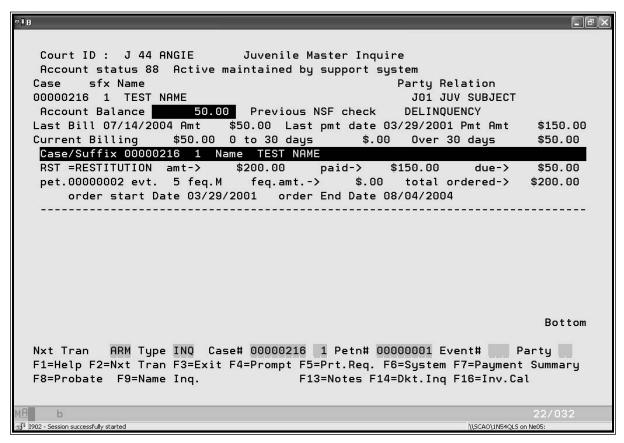This is the relation of this party to the juvenile.

Highlited at the bottom of the screen you will see:

Listed are the known A/R masters for this case. The first one is preloaded.

The system will automatically load information that it finds for the first party of this case that has financial orders attached to it into the Next Tran line. This is normally the juvenile because the juvenile's party number equals zero. If the Juvenile does not have an A/R master, the system will load the first party it finds that does. This process is done numerically. If the system did not load the information that you want to inquire on you will need to change the party number to the correct number.
Press <Enter> when you have the information on the Next Tran line that you require and the system will display the requested information.

A/R Master Inquiry Screen

The A/R Master Inquiry Screen holds all information for a selected party involved in a case. If the case has multiple children the A/R Master Inquiry Screen will display the first child first, then by paging down it will switch to the second child after all financial orders for the first child have been displayed.

```
□▮B                                                                    _ � ✕

   Court ID :  J 44 ANGIE        Juvenile Master Inquire
   Account status 88  Active maintained by support system
  Case    sfx Name                              Party Relation
  00000216  1  TEST NAME                            J01 JUV SUBJECT
   Account Balance        50.00   Previous NSF check    DELINQUENCY
  Last Bill 07/14/2004 Amt     $50.00  Last pmt date 03/29/2001 Pmt Amt    $150.00
  Current Billing     $50.00  0 to 30 days      $.00   Over 30 days      $50.00
  Case/Suffix 00000216  1  Name  TEST NAME
  RST =RESTITUTION  amt->      $200.00     paid->    $150.00     due->     $50.00
  pet.00000002 evt.  5 feq.M   feq.amt.->     $.00   total ordered->   $200.00
      order start Date 03/29/2001   order End Date 08/04/2004
  ---------------------------------------------------------------------------




                                                               Bottom

  Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#     Party
  F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
  F8=Probate  F9=Name Inq.            F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                                                            22/032
 I902 - Session successfully started                  \\SCAO\1N54QLS on Ne05:
```

Following are explanations for the A/R Master Inquiry Screen.

~Account Status~
The account status field is used to tell the system what status this account is in. There are four (4) main statuses that accounts can be in.

88 =   This status is "Active and maintained by the Juvenile system". The account is active for billing.

89 =   This status is "Active, but it is maintained by the ARU Screen". The account is active for billing and payments. All data relating to the names and addresses are maintained by the A/R Maintenance program.

98 =   This status is "Inactive and maintained by the ARU Screen". The account is inactive for billing and payments. All data relating to the parties are maintained by the A/R Maintenance screen.

99 =   This account is "Inactive and maintained by the Juvenile system". The account is inactive for billing and payments. All data relating to the parties are maintained by the Juvenile system.

~Case~
This is the case number that this account is tied to.

~Sfx~
This is the suffix number of the child that this person was added as a party.

~Name~
This is the name of the party whose account you are inquiring on.

~Party~
This is the party type that was assigned to this party through the party screen.

~Relation~
This is the relation of the party to the child that the party was added to.

~Account Balance~
This is the total amount that is due including the total ordered amounts and credit memos. This amount would include amounts due for every child that this party was ordered to pay on.

~Previous NSF Check~
If the ARU screen has been updated to say there have been previous NSF checks, the system will display a "Y" in this area. The default is a "N" for No.

~Last Bill~
This is the date that the court ran the last billing that included this party. Creating a single bill does not update this field.

~Last Payment Date~
This is the last date that a payment was entered into the system for this party.

~Payment Amount~
This is the amount of the last payment made to this account.

~Current Billing~
This is the balance this party owes as of the current date of the system. This amount could be different than the account balance. This amount would not include financial orders that are post-dated or if a financial order was set up for a frequency it would not include any amount beyond today.

~0 to 30 days~
This amount includes all financial orders that are due within 30 days.

~Over 30 days~
This amount includes all financial orders that were ordered more than 30 days ago.

~Case/Suffix Name~

The above line identifies the case number, suffix number and name of the child that the orders shown below the name are for. If a party owes on more than one child, by paging down the system will switch to the second child after it has displayed all of the orders for the first child and the information on the above line will then change to that child's information.

~Financial Orders for this party~

Every financial order that was assigned to the party you are inquiring on will be shown on this screen by the suffix number of the child that it is associated with. Below is an example of one of the financial orders that would be shown.

```
CVA =CRIME VICTI  amt->      $20.00    paid->      $20.00     due->       $.00
pet.00000001 evt.565 feq.M    feq.amt.->     $.00   total ordered->     $20.00
    order start Date 02/01/2001   order End Date 03/19/2003
--------------------------------------------------------------------------------
```

Following are explanation for the fields in the financial order area.

~Price Code/Description~

This is the price code and first 11 positions of the price code description that was added to the financial order for this party to pay. Probate codes can be used in juvenile financial orders but juvenile codes can't be used in probate financial orders.

~Amt~

This is the total amount due as calculated by the system for the date that you are inquiring on this order.

~Paid~

This is the total amount that has been paid by the party on this financial order.

~Due~

This is the total amount that is still due on this financial order. The amount due is the total amount less the amount paid.

~Pet~

This is the petition number that this financial order is associated with. In the juvenile system this number is assigned by the user when they are entering in the case information. In the probate and civil system the system assigns the petition number of 7777???? for every financial order. The last four digits of the number range from 0001 to 9999.

~Evt~

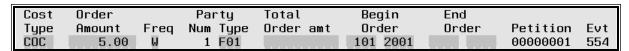This is the event number that this financial order was attached to.

~Freq~

This is the frequency that this financial order needs to be paid. The default for this field is M = Monthly. The following are the options that can be used in this field.

It is important to note that when using the frequency field, the system will add the frequency the first opportunity it finds. Example follows on the next page.

```
 Cost    Order              Party    Total        Begin       End
 Type    Amount     Freq   Num Type  Order amt    Order       Order       Petition  Evt
 COC        5.00     W       1 F01   _____    101 2001    ____ ____   00000001  554
```

In the above example, the party is ordered to pay $5.00 a week for an unspecified amount of time. The system will add the $5.00 every Monday at 12:01 a.m. If this charge were to accumulate on a monthly basis, the system would add the charge on the first day of the month at 12:01a.m.

~Feq.Amt~
This is the amount that has been ordered to be paid in a frequency amount such as weekly, by-weekly, annually, etc. The default is $.00 of no frequency is selected.

~Total Ordered~
This is the total amount that is to be charged for this financial order.
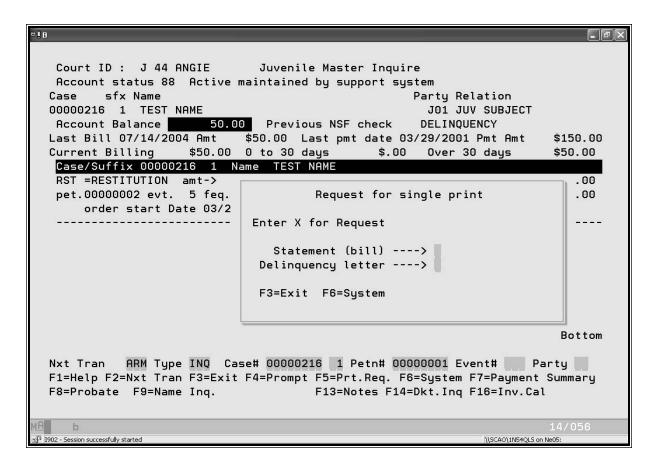
~Order Start Date~
This is the date of the event that this financial order was attached to, or if the user entered a date other than the event date on the financial order that date will display here.

~Order End Date~
If the user entered an end date that date will display, otherwise the order end date will display the current date until the order is paid in full.

Printing a Single Bill or Delinquent Letter:

From the ARM screen, press <F5> to print a single bill or a delinquent letter and the system will display the following screen.

```
  Court ID :  J 44 ANGIE        Juvenile Master Inquire
  Account status 88  Active maintained by support system
Case    sfx Name                                Party Relation
00000216  1  TEST NAME                              J01 JUV SUBJECT
  Account Balance         50.00   Previous NSF check     DELINQUENCY
Last Bill 07/14/2004 Amt    $50.00  Last pmt date 03/29/2001 Pmt Amt    $150.00
Current Billing      $50.00   0 to 30 days        $.00   Over 30 days     $50.00
  Case/Suffix 00000216  1  Name  TEST NAME
RST =RESTITUTION  amt->                                             .00
pet.00000002 evt.  5 feq.          Request for single print        .00
     order start Date 03/2
------------------------   Enter X for Request                     ----

                             Statement (bill) ---->
                             Delinquency letter ---->

                            F3=Exit  F6=System

                                                            Bottom

Nxt Tran   ARM Type INQ  Case# 00000216  1 Petn# 00000001 Event#    Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
F8=Probate  F9=Name Inq.              F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                                                      14/056
I902 - Session successfully started              \\SCAO\1N54QL5 on Ne05:
```

Enter an "X" next to the option that you would like to print and press <Enter>. The system will print your request.

Printing a Payment Summary:

From the ARM screen, a payment summary can be printed. This summary will give detailed information about the financial orders. Including, total amount owed, amount paid and credit memo's applied to each charge. To print the payment summary, press <F7>. Following is an example of the report.

```
895019      J01
TEST NAME
101 MAIN STREET
                                              COURT/FAMILY DIVISION
                                  COUNTY COMPLEX   255 CLAY ST.
SOUTHFIELD        MI   48444              LAPEER                  MI   48446
                                                         (810)  667-0270
-------------------------------------------------------------------------------
BILLING FROM CASE START TO  6/11/2003
-------------------------------------------------------------------------------
 CHARGES FOR          PETITION EVT. DESCRIPTION     START DATE  END DATE  TOTAL DUE    AMT.PAID   CRM/CRMS  CAL.DUE Y
-------------------------------------------------------------------------------
TEST NAME            8950191 311 ATTORNEY FEES      4/18/1997 10/15/1998    80.00     145.00-    145.00     80.00
TEST NAME            8950191 266 ATTORNEY FEES      8/15/1998 10/15/1998    50.00      90.00        .00       .00
TEST NAME            8950191 829 ATTORNEY FEES      4/09/2002  6/11/2003   150.00        .00        .00    150.00
TEST NAME            8950191 571 ATTORNEY FEES      2/20/2001  6/11/2003   200.00       5.00-    150.00     55.00
TEST NAME            8950191 639 ATTORNEY FEES      5/31/2001  6/11/2003 1,070.00        .00        .00  ,070.00
TEST NAME            8950191 727 ATTORNEY FEES      9/20/2001  6/11/2003    20.00        .00      20.00       .00
TEST NAME            8950191 320 ATTORNEY FEES      7/19/1999  8/19/1999    90.00       5.00      85.00       .00
TEST NAME            8950191 255 ATTORNEY FEES      7/01/1998  7/15/1998 15,000.00    160.00     100.00
-------------------------------------------------------------------------------
              PAYMENTS                              AMT DUE AS OF TODAY
-------------------------------------------------------------------------------
            $6,534.00                                    $19,216.00
-------------------------------------------------------------------------------
                                         ACCOUNT BALANCE    $19,151.00

     111 MAIN ST.

       SOUTHFIELD        MI   48444
```